

Dep. Chief

REF ID: 10/14/53
IN TO
RECORDED 13 October 1953
ADMINISTRATIVE SERVICE

Deputy Chief, General Services

Chief, Records Services Division

Proposed Regulation No. - Position Analysis

1. The following comments are submitted on the above proposed Regulation:

- a. Under "Responsibilities", I suggest that a statement be added to the effect that position standards be certified at least annually by the office head or division chief that they represent a current description of the duties as performed.
- b. Item 5, "Preparation of Position Descriptions", does not indicate who has responsibility for preparation.
- c. Item 6, "Position Standards" - it is recommended that publication of position standards be limited to those which are 'agency-wide in scope and on which one position description will suffice for a number of jobs.

2. It is also recommended that copies of position standards be distributed to all organizational units in the Agency and that they be retained at the organizational level where the work is being performed as reflected in the position description.

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